



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(FINANCIAL MANAGEMENT AND COMPTROLLER)  
1000 NAVY PENTAGON  
WASHINGTON, DC 20350-1000

SEP 13 2002

*OFF JALU*  
*OIP*

*PSM on how  
we control this.*

*Bar*

MEMORANDUM FOR DISTRIBUTION LIST

Subj: ACCESS TO THE NAVY HEADQUARTERS BUDGET SYSTEM

- Ref: (a) Deputy Secretary of Defense memo of 28 June 1990;  
Subj: Control of Planning, Programming, and  
Budgeting System Documents to Preserve Candor in  
the Deliberative Process
- (b) Deputy Secretary of Defense memo of 10 July 1991;  
Subj: Control of Planning, Programming, and  
Budgeting System (PPBS) Documents and Information

Encl: (1) Rules of Trust

The Navy Headquarters Budget System (NHBS) web site is used throughout the Department of the Navy (DoN) as the primary means of sharing and collecting information to support the DoN budgeting process. Access to the site had previously been maximized to ensure that legitimate participants in the DoN process are informed of the potential for decisions that would affect them and to ensure that participants can easily provide input for consideration by decision makers (e.g., reclamation, issue papers, etc.). However, some pre-decisional information from the web site was recently provided to inappropriate parties outside of the DoN. This event (along with other considerations) has caused me to alter the level of access provided.

As of 30 August 2002, access to most pages within the NHBS web site was restricted to personnel with a valid username and password. Each individual who acquires an account to access the Program Budget Information System (PBIS) will also be authorized access to the NHBS web site. Other access restrictions apply to some portions of the site. The authority to approve requests for PBIS accounts and to remove access to PBIS (e.g., in case of personnel turnover) has been delegated to individuals in your organizations. It is requested that you emphasize to them the importance of providing access only to bona fide participants in the process and that you widely disseminate the guidelines provided as enclosure (1).

By references (a) and (b), DEPSECDEF mandated that the release of any PPBS information outside of the Department of Defense requires explicit approval from the Secretary of the Navy or an appropriate OSD official depending on the nature of the information. Each individual who is granted access privilege to any PPBS information is responsible for complying with this policy. Failure to abide by this policy constitutes a breach of trust and will result in termination of access privileges and/or other consequences. For additional information concerning these matters, contact James M. Sones (FMB32) at 703-695-6762 or [sones.james@hq.navy.mil](mailto:sones.james@hq.navy.mil).



A.T. CHURCH, III  
Rear Admiral, U.S. Navy  
Director, Office of Budget

Distribution:  
(See next page)

## RULES OF TRUST

Each account for accessing PPBS information is provided to an individual for the sole purpose of conducting official Department of the Navy (DON) business.

Each individual is accountable for whatever activity occurs under his/her username and password. Sharing an account is prohibited.

Pre-decisional information from the web site is not to be shared with parties outside the DON or with persons inside the DON who do not need the information to perform their official duties. When in doubt, contact the FMB person designated on a particular page prior to release.

As with any Government web site, access and usage is subject to monitoring.

The authority to grant accounts has been delegated (with FMB oversight) to each major organization involved in the budget process.

Any contractor who requires access must sign and abide by a non-disclosure agreement as a condition of acquiring access.